

## **Municipal Administration and Finance Officer City of Central Falls**

The Department of Revenue is seeking qualified candidates for the position of Administration and Finance Officer for the City of Central Falls. This position is responsible for the overall budgetary and financial administration of a city or town following the abolition of a state appointed fiscal overseer, budget commission or a receiver to the city/town for a period of five years. The successful candidate will be responsible for the direction and control of the departments of administration and finance. Candidates for this position will be interviewed by the Chief of Municipal Finance in the State of Rhode Island Department of Revenue, and names of three successful candidates will be forwarded to the Mayor of the City of Central Falls. The Mayor will select the Administration and Finance Officer from those candidates and the position will report to the Mayor. In the case of Central Falls, the Administration and Finance Officer will serve in an oversight role to ensure that the bankruptcy court-approved five (5) year financial plan is adhered to over the five (5) year period. The person will be appointed solely on the basis of administrative and executive qualifications and must be a person especially fitted by education, training, and experience to perform the duties of the office. For details on responsibilities and qualifications, please see the attached job description. The successful candidate need not be a resident of the city, town, or state. The compensation for this position will be competitive and commensurate with experience. Submit resume by mail to Susanne Greschner, Chief of the Division of Municipal Finance, Department of Revenue, 1 Capitol Hill, Providence, RI 02908.

**Applications must be submitted by no later than Wednesday, January 30, 2013 at 4:00 PM.** The State of Rhode Island and the City of Central Falls are EEO/AA employers.

## **MUNICIPAL ADMINISTRATION AND FINANCE OFFICER**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** The position of Municipal Administration and Finance Officer was created by statute, and the duties and responsibilities are defined in Rhode Island General Law § 45-9-10. The officer is responsible for the overall budgetary and financial administration of a city or town following the abolition of a state appointed fiscal overseer, budget commission or a receiver to the city/town, including but not limited to implementation, maintenance and monitoring of a five (5) year budget plan.

**SUPERVISION RECEIVED:** The officer shall report to and be under the charge and direction of the elected chief executive officer.

**SUPERVISION EXERCISED:** The city/town assessor, treasurer, finance director, controller, director of information technology, purchasing agent, director of human resources, labor relations director and employees performing similar duties but with different titles shall report to and be under the direction of the officer. The officer, with the approval of the elected chief executive officer shall appoint all such officers and employees. The elected chief executive officer may also place other positions and departments under the direction of the officer.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

The duties of the officer include the following:

- (1) Coordinating, administering and supervising all financial services and activities;
- (2) Assisting in all matters related to the city/town's financial affairs;
- (3) Implementing and maintaining uniform systems, controls and procedures for all financial activities in all departments, boards, commissions, agencies, offices or other units of city or town government the operations of which have a financial impact upon the general fund and enterprise funds of the city or town, and including, but not limited to, maintaining all financial and accounting data and records;
- (4) Implementing and maintaining uniform financial data processing capabilities for all departments, boards, commissions, agencies and offices;
- (5) Supervising all financial data processing activities;
- (6) Implementing and maintaining uniform budget guidelines and procedures within all departments, boards, commissions, agencies, offices and other units of city or town government;

- (7) Assisting in the development and preparation of and all department, board, commission, agency and office budgets and spending plans; and reviewing such plans periodically;
- (8) Reviewing all proposed contracts to which the city or town is party;
- (9) Monitoring the collection and expenditure of all city or town funds, including periodic reporting by and to appropriate state and local entities;
- (10) Providing for the allotment of funds on a periodic basis;
- (11) Provide information to the school department relating to the operation of the school department held within the authority or control of the officer as the result of the consolidations of school and city or town business and financial functions as requested; and
- (12) Other related work as required.

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge and understanding of the principles and techniques of public administration; a thorough knowledge of accounting procedures practiced in municipal government; the ability to prepare, analyze and present municipal budgets and estimates of anticipated expenditures and receipts; the ability to identify problems and work interdependently with other staff in the city/town, with members of the public, and state departments; the ability to supervise the work of a staff engaged in financial management and budget preparation; and related capacities and abilities. The successful candidate need not be a resident of the city, town, or state.

#### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in Business Administration, Public Administration, or other closely related field; and

Experience: Such as may have been gained through: employment in a responsible administrative position involving overall management of fiscal services, including budget development, financial control and reporting;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.